

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
FINANCIAL ASSISTANCE DIVISION**

1800 Third Street, Suite 390
P. O. Box 952054
Sacramento, CA 94252-2054
(916) 445-6000
FAX (916) 323-6016

**CDBG****MANAGEMENT MEMORANDUM****Community Development Block Grant Program****Memorandum Number 06-08****TO: Eligible Jurisdictions and Interested Parties****DATE: September 12, 2006****SUBJECT: Training Schedule for 2006 CDBG General Allocation NOFA and Planning and Technical Assistance (PTA) NOFA and for Second 2006 Grant Management Training****Purpose of this Memo:**

To announce a round of statewide trainings for the recently released CDBG General Allocation Notice of Funding Availability (NOFA) and the PTA Allocation NOFA. The trainings will provide instructions for submitting competitive and eligible funding proposals to eligible jurisdictions and interested parties interested in submit applications under these NOFAs. A second CDBG grant management training is also announced in this Memo.

Obtaining a Copy of the NOFAs and a Copy of the Application Packages:

Interested applicants and preparers of applications must review the NOFAs and applications prior to attending the application workshop. A copy of each NOFA will be posted on the CDBG web site, www.hcd.ca.gov/fa/cdbg/funds. If you are not able to access the web site, please call 916/552-9398 to request an electronic copy to be sent via e-mail or a hard copy be sent via US Postal Service.

Interested applicants and preparers of applications must review the application package for each NOFA prior to attending the application workshop. Application packages for both NOFAs referenced in this Memo have not been released. It is expected that they will be released on September 13th, approximately. As with the NOFAs, the application packages will be posted on the CDBG web site show above.

Second 2006 Grant Management Training Schedule:

A grant management training workshop was held at the Bi-Annual CDBG Conference in Monterey, CA on August 30, 2006. Some grantees and consultants were not able to attend the Conference and requested a second workshop be held in Sacramento at a later date. **A second grant management training has been scheduled for Friday, October 13, 2006 but if there is not enough demand then it will be canceled.** The location of the training will be at the Department of Housing and Community Development, 1800 3rd Street, Room 183. The workshop will begin at 9:00 AM and end at approximately 3:00 PM. **Registration is required to ensure there is sufficient interest and people attending to justify this training.**

General Allocation and PTA Application Workshop Schedule:

The General Allocation NOFA stated that there would be two application training dates (September 15th and September 26th). Two dates were deemed insufficient for providing the application information to all the jurisdictions and interested parties who may wish to submit funding proposals. There was also a conflict for one of the training dates. Below is the finalized schedule for statewide trainings for these two NOFAs.

Friday, **September 15, 2006**, 9:00 AM to 3:00 PM.

Department of Housing and Community Development
1800 3rd Street, Room 183
Sacramento, CA 95814

Thursday, **September 21, 2006**, 9:00 AM to 3:00 PM.

City of Anderson
Community Room
1887 Howard Street
Anderson, CA

Friday, **September 29, 2006**, 9:00 AM to 3:00 PM.

Kettleman City Community Center
75 5th Street
Kettleman City, CA

Wednesday, **October 4, 2006**, 9:00 AM to 3:00 PM.

Department of Housing and Community Development
1800 3rd Street, Room 183
Sacramento, CA 95814

Travel and staff time costs for attending workshops are an allowable CDBG expense under general administration. A General Allocation Representative will be available for consultation at each workshop. Registration is not required for the NOFA trainings but is encouraged to ensure sufficient accommodations. Please complete and return the form below.

For further information:

Contact the CDBG Administrative Assistant at (916) 552-9398 or your CDBG General Allocation Representative.

REGISTRATION FORM

**Community Development Block Grant Program
2006 General Allocation and PTA NOFA Trainings
and Second 2006 Grant Management Training Workshop
September 15 to October 13, 2006**

Participants may attend any of the workshops.

**Please complete this registration form and fax it to (916) 327-8823. Attention:
Patrick Talbott**

Your name or the name of your organization:

Please indicate below the number of persons attending:

Application Training Session on September 15, 2006: _____

Application Training Session on September 21, 2006: _____

Application Training Session on September 29, 2006: _____

Application Training Session on October 4, 2006: _____

This form **MUST be submitted if any persons are attending the grant management training:**

Grant Management Training Session on October 13, 2006: _____

SPECIAL NEEDS: The training locations are accessible to persons with physical disabilities. Persons who need auxiliary aids or services, such as interpreters for persons who are hearing impaired, a reader, large print or Braille, are requested to contact the state CDBG

program's Equal Opportunity Specialist, Stacy Tyhurst at 916-552-9355 so that appropriate arrangements can be made.

Individuals with hearing impairments can use the California Relay system to call Stacy Tyhurst simply dialing 711. If this does not work then you can dial 1-800-735-2922 or if you are using a TTY then you can dial 1-800-735-2929 and they will assist you in contacting Ms. Tyhurst.
